

University Council Executive Committee

MINUTES

AUGUST 25, 2020

2:30 – 3:00 PM

MICROSOFT TEAMS

MEETING CALLED BY	Ruth Nine-Duff, chair	
TYPE OF MEETING	Monthly Meeting	
PRESIDER	Ruth Nine-Duff, chair	
NOTE TAKER	Tonia Ferrell	
ATTENDEES	<p>Attendees: Phil Allen, Jeanette Carson, Kevin Feezel, Tonia Ferrell, Ruth Nine-Duff, Linda Saliga, Julia Spiker, Harvey Sterns, John Wiencek</p> <p>Absent with notice: Arnob Banik and Marjorie Hartleben</p> <p>Absent without notice: None</p>	
Agenda topics:		
2:30 – 2:35	CALL TO ORDER	RUTH NINE-DUFF
DISCUSSION	<ol style="list-style-type: none"> 1. The chair called the meeting to order. She asked for additions to the agenda. There being none, the agenda was approved as distributed by unanimous consent. 2. The chair asked for additions or correction to the July 28 Executive Committee minutes. There being none, the minutes were approved as distributed by unanimous consent. 	
2:35 – 2:50	UNFINISHED BUSINESS	RUTH NINE-DUFF

DISCUSSION	<ol style="list-style-type: none"> 1. UC Administrative Support – Provost Wiencek stated that Cher Hendricks would help cover for about another month and that they are working on a longer-term solution so that we have several individuals involved to provide continuity versus only one person. UC Secretary, Tonia Ferrell, stated that the workload of managing rosters, documents, appointments/reappointments and other meeting notifications/agendas is a lot on top of current role. Discussed asking Kimberly Haverkamp to assist with the transition of election, appointments/reappointments and moving September meeting back to the 15th (from original date of the 8th). Tonia offered to continue to help Cher and Kim as much as possible through the transition. Harvey Sterns provided additional insight into the history of the decision of the provost’s office to provide administrative support to UC and expressed how important the support is for the functioning of UC. He indicated that the provost plays a key role in communicating to deans and administrators the importance of UC to the university community and the importance of their full participation in the work on committees. 2. Dean Appointments – Provost Wiencek has not taken this up with the Deans yet, but after this meeting will ask Cher to take charge of this conversation to determine how the Deans want to proceed with filling appointments to standing committees now that there are 5 or 6 deans and 8 standing committees. 3. UC Orientation – Discussed how this has been done in the past. Harvey Sterns indicated in the past UC had called a special meeting for new members to provide orientation. Also discussed holding this during the combined meeting in October so that it has a wider audience than new members. New officers and executive committee members will need to decide ahead of the October meeting how to proceed and what content to cover. Harvey Sterns agreed to be available to help with introduction and history of UC. 	
2:50 – 2:50	TOPIC SUBMISSIONS	RUTH NINE-DUFF
DISCUSSION	There were none at this time.	
2:50 – 3:25	NEW BUSINESS	RUTH NINE-DUFF

DISCUSSION

1. UC Officer Transition/Plan for September Meeting – We have decided to move the September meeting from the 8th to the 15th to allow for more time to finalize new membership roster and send out a call for nominations email. Discussed having Tonia Ferrell, as secretary and only remaining, active officer, open the meeting and then turn over to past chair Phil Allen to hold the election of the new UC chair.
2. Call for Nominations - The chair's term is over at the end of August and we will be electing a new 2-year term chair at the September 15th meeting. The vice chair's term is being vacated, so we will elect a 1-year term vice chair to fill the vacancy. Need to send the call for nomination email as soon as possible, but no later than one week before the meeting so that potential nominees can prepare a statement to be given before holding the election. Tonia will get language from Kim Haverkamp and develop a call for nominations email to share with Cher for distribution. Phil Allen also offered to help keep track of roster updates during the transition period with UC support.
3. The UC agenda was approved with the only change being the date of the meeting from September 8 to September 15.
4. Harvey Sterns offered that we need new appointments for the Ad-hoc UC Human Development committee as several members either retired or separated from the university over the summer.

The meeting was adjourned at 3:25 p.m.